

Volunteer Working Group:	Mayor's Youth Working Group
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Purpose

The purpose of the Mayor's Youth Working Group is to promote youth opportunities within the Town of Pelham and to address the needs of and enrich the quality of life, health and well-being of Pelham youths. The Group also provides a youth perspective and shares information with regional youth groups, schools and organizations.

Mandate

The mandate of the Mayor's Youth Working Group is to provide a communication link between the youth of Pelham and staff with respect to the following areas:

- Identify and bring forward issues which will have an impact on Pelham's youth;
- Inform staff and other groups of important matters affecting youth;
- Act as a positive advocate for youth;
- Promote positive meaningful activities for youth in partnership with the community; and
- Actively seek input from youth on important matters.

Membership:

Membership shall consist of the following:

- Up to fifteen (15) youths:
 - One (1) youth from each grade (grades 7-12);
- Mayor of the Town of Pelham (Ex-officio); and
- Director of Recreation, Culture and Wellness, or designate (as a resource, facilitator and non-voting member).

The Mayor's Youth Working Group shall have an Executive, comprised of a Prime Minister, Deputy Prime Minister, Secretary, Promotions Minister and Communications Officer; Members shall run for these roles and will be elected by their fellow members.

Pelham residents must meet the following criteria to be eligible for appointment:

- Resident of the Town of Pelham; and
- Must sign the Councillor Code of Conduct.

Applications will be considered, and membership approved by the Director of Recreation, Culture and Wellness.

The meetings of the Mayor's Youth Working Group are public and may be recorded and posted to the Town's website. Members should be aware that their names will be in the public realm. Member information, other than their first and last name, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* "MFIPPA".

Schedule and Location of Meetings

To be determined by the Director of Recreation, Culture and Wellness, in consultation with the Mayor's Youth Working Group Council's Executive; every effort will be made to accommodate the availability of the majority of its Members.

Term of Working Group

The term of membership shall be a maximum of two (2) years. Members may have the option to re-apply for additional terms.

Resources and Budget

The Recreation, Culture and Wellness department is the designated lead department providing support for the Mayor's Youth Working Group; however, the Mayor's Youth Working Group also has access to the technical expertise of staff from other Town of Pelham departments as may be required.

This Working Group is allotted a Budget, and is subject to annual Council approval.

Meeting Protocols

Volunteer Working Groups are governed by the Town of Pelham's Procedural By-law, as amended. See relevant Section.

Consent

By applying to the Mayor's Youth Working Group, you have agreed, consented and understand all the provisions within these Terms of Reference.

Financial Reporting

Financial reporting will be administered by the Town of Pelham Corporate Services Department.

Amendments to the Terms of Reference

The Director of Recreation, Culture and Wellness, in consultation with the Chief Administrative Officer, may amend the Terms of Reference, from time to time.

Director of Recreation, Culture
and Wellness

Chief Administrative Officer

Executed this _____ day of _____, 2022.